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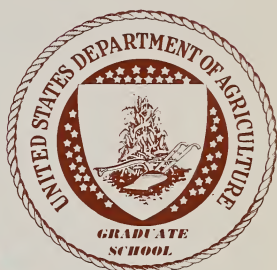
summer session 1959

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U. S. DEPARTMENT OF AGRICULTURE

evening
courses



REGISTER JUNE 1-6

- Courses for High School and College Graduates
- Training for Federal Employees

GRADUATE SCHOOL • U. S. DEPARTMENT OF AGRICULTURE

Independence Avenue, between 12th and 14th Streets, Southwest, Washington 25, D. C.

GENERAL INFORMATION

Classes begin during the week of June 8 and continue for ten weeks unless otherwise stated in the schedule. All classes meet in the evening. Most of the class rooms are air-conditioned.

Procedures: Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school or the equivalent is the general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites. These are listed in the course descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office.

Fees: The charge for tuition is ordinarily \$12 for each credit hour, payable at the time of registration. Arrangements can be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by June 19.

Late Registration: After June 6 a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through June 12.

Course Transfers: Until June 12, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00. Transfers may be made only with the permission of the interested instructor.

Credit-Audit Changes: The deadline is July 10.

Veterans: Veterans who are applying for entrance to the Graduate School for the first time under Public Laws 550 or 634 are urged to consult with the Registrar well in advance of registration week.

Textbooks: Textbooks can be purchased at the Graduate School Bookstore, Room 1023, South Building, during the following hours:

Registration Week, June 1-6

Monday-Friday 1-6:30 p.m.

Saturday (June 6): 9-4 p.m.

First week of classes: June 8-12

Monday-Friday 1-6:30 p.m.

June 15-26

Monday-Friday 4:30-6:15 p.m.

After June 26

Monday-Friday 4:30-5:30 p.m.

Withdrawals and Refunds: When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through June 12, tuition less \$5.00 for each course

June 15-19, 60 per cent of the tuition

June 22-26, 50 per cent of the tuition

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office.

Parking: Students and faculty may park after 5:45 p.m. in three parking courts on the east and south sides of the Administration Building. There is also space on the Mall, north of the Administration Building.

Cafeteria: The cafeteria in the fourth wing of the South Building is open from 5:00 to 6:30 p.m. A pass is required until 5:30.

Business Office Hours: The Graduate School office, Room 1031, South Building, 14th Street and Independence Avenue, S.W., Washington 25, D. C., is open from 9:00 a.m. to 6:15 p.m. Monday-Friday. Telephone: REpublic 7-4142, Extension 6337.

Registration June 1-6

SCHEDULE OF CLASSES

Classes begin June 8

| No. | Course Title | (Cr.) | Instructor | Day | Time | Fee | Catalog | Page |
|-----|--------------|-------|------------|-----|------|-----|---------|------|
|-----|--------------|-------|------------|-----|------|-----|---------|------|

BIOLOGICAL SCIENCES

- | | | | | | | | | |
|--------|--|--------------|--------|----|--------|---|--|--|
| 1-215. | Systematic Botany of Wild Flowers | (non-credit) | Cowan | Th | 6:10-9 | and several Saturdays \$24 | p. 16 | |
| 1-699. | Workshop in Nature Study Teaching Techniques | (3) | Gebler | W | 6:10-9 | and four field trips to be arranged \$36 and \$5 (for supplies) | (Field trips, laboratory, discussions, demonstrations, and lectures: designed to provide elementary school teachers and youth leaders with a foundation in nature study and Conservation teaching techniques.) | |

For Further Information Call

LANGUAGES AND LITERATURE

English—Grammar and Writing

- 2-25. **Increasing Learning Efficiency** (non-credit) Weigand W 6:10-9 \$24 (Purpose: to teach improved techniques and methods of the learning process and to reduce to minimum learning time and effort. Useful to parents and teachers in acquiring techniques and methods for training younger persons and to supervisors in job training.)
- 2-35. **English for Secretaries—Rapid Review** (non-credit) Jones Tu 6:10-9 \$24 p. 20
- 2-95. **Improving Reading Ability** (non-credit) Griffin M-Th 6-8 \$36 and \$15 laboratory fee p. 20
- 2-112. **Practical English Usage** (2) Jones Th 6:10-9 \$24 p. 21
- 2-119. **Vocabulary Building** (2) Struhs W 6:10-9 \$24 p. 21

Literature

- 2-331. **Significant Books of the Twentieth Century** (2) Ruppert W 6:10-9 \$24 p. 24

Information Methods

- 2-243. **Using Visuals Effectively** (2) McClarren and associates Tu 6:10-9 \$24 p. 26

Library Techniques

- 2-139. **Cataloging and Classification II** (2) Birch W 6:10-9 \$24 p. 27

Speech

- 2-229. **Public Speaking** (2) Nelson M 6:10-9 \$24 p. 28

Foreign Languages

- 2-63. **Main Languages of the World** (non-credit) Ornstein Th 6:10-9 \$24 p. 29

French

- 2-68. **Reading French—Grammar Review and Vocabulary Building** (non-credit) Vican Tu 6:10-9 \$24 p. 29
- 2-87. **French for Travelers I** (non-credit) Vican W 6:10-9 \$30 p. 29
- 2-253B. **Elementary French (Second Half)** (3) Vican M-Th 6:10-8:10 \$36 p. 29

German

- 2-66A. **Reading Scientific German (First Half)** (non-credit) Schaumann W 6:10-9 \$24 p. 30
- 2-88. **German for Travelers** (non-credit) Von Luttichau W 6:10-9 \$30 p. 30

Russian

- 2-45. **Review of Elementary Russian** (non-credit) Saharov Th 6:10-9 \$24 p. 31
- 2-295A. **Elementary Russian (First Half)** (2½) Saharov Tu 6-9 \$30 p. 31
(Course will meet for 11 weeks)
- 2-295B. **Elementary Russian (Second Half)** (2½) Saharov W 6-9 \$30 p. 31
(Course will meet for 11 weeks)

Spanish

- 2-83. **Basic Conversational Spanish** (non-credit) Ponce M 6:10-9 \$30 p. 32
- 2-84. **Conversational Spanish II** (non-credit) Ponce Tu 6:10-9 \$30 p. 32

MATHEMATICS AND STATISTICS

Mathematics

- 3-2. **Review of Calculus** (non-credit) Kusner, Mitchell M-W 6:10-8:10 \$36 p. 37
- 3-5. **Review of College Algebra** (non-credit) Jobanek M-Th 6:10-8:10 \$36 p. 37
- 3-6. **Preparatory Mathematics for Introductory Statistics** (non-credit) Suter M 6:10-9 \$24 p. 37
- 3-104. **Trigonometry** (2) Stearn Tu 6:10-9 \$24 p. 38
- 3-206B. **Calculus (Second Half)** (4) Mitchell Tu-Th 6:10-8:40 \$48 p. 38
- 3-533. **Introduction to Operations Research** (2) Glazer W 6:10-9 \$24 p. 39

Statistics

- 3-126A. **Introductory Statistics (First Half)** (2) Rauchschalbe Tu 6:10-9 \$24 p. 40
- 3-126B. **Introductory Statistics (Second Half)** (2) Rauchschalbe Th 6:10-9 \$24 p. 40
- 3-565. **Data Processing on Electronic Computers—UNIVAC II** (2) Shimkus Tu 6:10-9 \$24 p. 43
- 3-567A. **Data Processing on Medium-Sized Electronic Computers—IBM 650 (First Half)** (2) Instructor to be announced W 6:10-9 \$24 p. 43
- 3-567B. **Data Processing on Medium-Sized Electronic Computers—IBM 650 (Second Half)** (2) Leeds Th 6:10-9 \$24 p. 43

OFFICE TECHNIQUES AND OPERATIONS

Administrative Procedures

- 4-35. **Paper Management Workshops** (non-credit) Wagner and Harris (coordinators) W 6:10-9 \$24
- I. Plain Letters (4 sessions)
(Letter writing techniques by the 4S formula)

No. Course Title (Cr.) Instructor Day Time Fee Catalog Page

II. Forms Improvement (2 sessions)

(Techniques of form analysis and forms simplification)

III. Form and Guide Letters (4 sessions)

(Use of form and guide letters)

(Students may register for individual workshops)

- 4-101. Everyday Mathematics (2) Mouser Tu 6:10-9 \$24 p. 46
 4-108. Administrative Procedure (2) Hickey Tu 6:10-9 \$24 p. 46
 4-114. Federal Personnel Procedure (2) Starns Th 6-8:50 \$24 p. 47
 4-330. Government Letter Writing (2) Instructor to be announced Tu 6:10-9 \$24 p. 49

Shorthand

- 4-89. Review of Gregg Shorthand (Anniversary), 60-90 Words (non-credit) Butler
 M-Th 6:10-8:10 \$36 p. 50
 4-129. Gregg Shorthand Simplified I (3) Gaasterland M-Th 6:10-8:10 \$36 p. 50
 4-130. Gregg Shorthand Simplified II (3) Vallieres M-Th 6:10-8:10 \$36 p. 50
 4-225. Gregg Shorthand Simplified, 60-80 Words (3) Bell M-Th 6:10-8:10 \$36 p. 50

PUBLIC ADMINISTRATION

- 6-514. Interviewing Workshop (1) Garnett M 6:10-8 \$12 (Course will meet for 8 weeks)
 (To better skills of employment, placement, classification, employee relations, and other personnel, administrative, and operating persons whose duties involve interviewing. Lectures, discussion, and text on cultural concepts, principles of psychology, techniques and methods. About half the time devoted to participation and observation in role-playing case studies. **Prerequisite:** One course in Personnel Administration, or current employment in position involving considerable interviewing.)
 6-422B. Business Law (Second Half) (2) Perlman W 6:10-9 \$24 p. 72
 6-352A. Principles of Accounting (First Half) (3) Marshall, Levenberg M-Th 6:10-9 \$36 p. 75
 6-352B. Principles of Accounting (Second Half) (3) Carter Tu-Th 6:10-9 \$36 p. 75

TECHNOLOGY

- 8-320. Pencil Sketching and Water Color Painting (2) Lyon M-W 6:10-8 \$30 p. 97
 8-70. Popular Photography (non-credit) Burnett Tu 6:10-9 \$24 p. 99

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WASHINGTON 25, D. C.



1959 SPRING SCHEDULE OF CLASSES